



# ***School of Food Science***

## **Graduate Student POLICIES AND PROCEDURES HANDBOOK**

Prepared by Graduate Curriculum Committee

Updated August 2015

## **WELCOME FROM THE DIRECTOR**

### ***Welcome to the School of Food Science!***

The SFS Graduate Curriculum Committee has developed a manual to help you have a rewarding graduate student experience in the School of Food Science. This manual supplements the respective Graduate School documents on policies and procedures you will need to consult during your graduate studies at Washington State University or the University of Idaho depending upon where you are registered as a student. I encourage you to read and familiarize yourself with these guidelines to help ensure that your graduate study is a positive experience.

Certain policies help maintain a high quality graduate program in Food Science, but you play the most important role in determining the depth and quality of your training. Graduate study allows you to become fully immersed in a discipline and experience a growing professional awareness and confidence. Many students form lasting personal and professional relationships during this time.

The School of Food Science supports you in your pursuit of scholastic excellence, and welcomes the opportunity to be partners with you during your graduate studies and beyond.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barb Rasco', with a long horizontal flourish extending to the right.

Barb Rasco, Director  
School of Food Science  
Washington State University/University of Idaho

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# GRADUATE PROGRAM PROCESS

## ***GRADUATE ADVISOR***

In the letter notifying the student of admission to the program, the applicant is informed of faculty who have either accepted them as their advisee, or if multiple names, they have research interests that closely relate to his or her own. From this multiple list, the student will be assigned a temporary advisor. A student may select a different faculty advisor during the first semester of enrollment once that student has become more familiar with the faculty. We encourage students to contact prospective graduate advisors as soon as possible about research opportunities under his/her supervision. If the letter has only one faculty member listed, then this is your graduate advisor. The advisor is responsible for academic and research advising and for provision of laboratory space and research supplies.

## ***THESIS/DISSERTATION COMMITTEE***

The thesis/dissertation committee must be chosen as soon as possible in accordance with the rules of the Graduate School and School of Food Science (SFS) requirements. Normally, the areas of expertise required to complete the desired research or project will guide committee selection. If needed, students may change their committee and/or *Program of Study* upon consultation with the advisor and/or SFS Director.

## ***PROGRAM OF STUDY***

Preparation of the *Program of Study* is the responsibility of the student in consultation with his/her advisor and the student's thesis/dissertation committee. Once approved by the student's advisor and thesis/dissertation committee, the *Program of Study* for M.S. in Food Science or Ph.D. in Food Science is submitted along with the *Degree Checklist* to the Graduate Admissions Committee (GAC) for approval. Submission to the GAC is by the second semester for M.S. students and by the third semester for Ph.D. students. The advisor, prior to submission, will sign the *Degree Checklist*, which is found on the following pages, or get a copy from the Academic Coordinator. Specific procedures for completing your *Program of Study* are the following:

1. Bring a rough draft of proposed courses to your advisor using the *Degree Checklist* as a guide.
2. Prepare the *Program of Study* using the forms that are available from the Graduate School website under 'Deadlines and Forms' and from this handbook.
3. After consultation with your advisor to identify other committee members, schedule a thesis/dissertation committee meeting to review your *Program of Study* and discuss potential research areas.

4. After the thesis/dissertation committee has approved and signed the *Program of Study*, submit **one** copy with original signatures, plus the *Degree Checklist* to the Academic Coordinator.
5. If your program is approved by the GAC, it will be forwarded to the SFS Director. Once the program is approved and signed, it will be sent to the Graduate School for final approval and the student will be notified of the results.

## ***PROGRAM OUTCOMES***

### **UI/WSU School of Food Science -Graduate Program**

The School of Food Science requires all graduate students to demonstrate satisfactory progress by completing required coursework; conducting original research; presenting research findings both orally and in writing; and demonstrating satisfactory defense of their research.

A graduate with an advanced degree in food science will be expected to:

1. Demonstrate a fundamental understanding of food science knowledge and principles;
2. Identify, comprehend, and analyze key research issues, needs and trends central to the field of food science;
3. Utilize, apply and manage acquired scientific knowledge to assess and solve real-world issues, needs, and problems within the field;
4. Exhibit oral and written communication skills needed to accurately and efficiently convey technical information and defend scientific findings in both scientific and lay settings;
5. Appropriately design and conduct research experiments, and objectively analyze, interpret, organize, and evaluate research findings;
6. Contribute towards an effective learning environment in formal and informal teaching settings;
7. Work within a team setting and provide leadership to integrated groups of individuals to achieve a common goal.

*Approved by SFS Faculty 12/16/11*

## ***EXPECTED TIMETABLE FOR DEGREES***

### **M.S. Candidates**

- First Semester: -Discuss proposed courses and research area with graduate advisor.  
-In consultation with advisor, select thesis/dissertation committee and ask members to serve.  
-Schedule a committee meeting to approve *Program of Study* and discuss research area. Prepare a research proposal, if applicable.
- Second Semester: -Submit *Program of Study* and Degree Checklist to Academic Coordinator.
- Third Semester: -Schedule a committee meeting to discuss research progress.  
-Fill out the on-line *Application for Degree* with the Graduate School (depending on progress towards degree).
- Fourth Semester: -Complete research, courses, and any other requirements.  
-\*Schedule research seminar and thesis defense.  
-Schedule Exit Interview with SFS Director.

### **Ph.D. Candidates**

- First Semester: -Discuss courses and research area with graduate advisor.  
-In consultation with advisor, select committee and ask members to serve.
- Second Semester: -Schedule committee meeting to discuss *Program of Study* and area of research.
- Third Semester: -Submit *Program of Study* and Degree Checklist with Academic Coordinator.
- Fourth Semester: -Complete Qualifying and \*Preliminary Examinations. As part of the prelim exam, \*Present research proposal to faculty, staff, and students. These examinations shall take place at the convenience of the student and Research and Dissertation Committee for Food Science.
- Fifth Semester: -Schedule committee meeting to discuss research progress.  
-Fill out the on-line *Application for Degree* with Graduate School (depending on progress towards degree).
- Sixth Semester: -Complete final Graduate School and SFS requirements.  
-\*Schedule research seminar and dissertation defense.  
-Schedule Exit Interview with SFS Director.

### **CAUTION:**

\*Please refer to the scheduling policy on page 5 #4.

## ***THESIS/DISSERTATION***

At least one to two semesters **before** you expect to graduate, you are responsible to obtain copies of the *Dissertation and Thesis Guidelines* for WSU students and the *Deadline and Procedures for Graduation* from the Graduate School website. Studying these forms in a timely manner affords the student an opportunity to complete deficiencies, forms and/or applications.

**Do not** use the format of existing theses for preparing your thesis. You may be copying mistakes and/or the rules may have changed. The following style formats are suggested by the SFS for preparation of a thesis:

### M.S./Ph.D. in Food Science – *Journal of Food Science*

The SFS allows M.S. and encourages Ph.D. students to prepare a thesis in manuscript format, *i.e.*, a publishable paper(s). Theses written in this format must contain an introduction, a comprehensive literature review and a summary/conclusion section. If a thesis/dissertation is written in manuscript format, a minimum of 1 (M.S.) or 2 (Ph.D.) manuscripts suitable for submission to a refereed journal(s) is suggested.

The numbers and types of copies of thesis/dissertation required are as follows:

- Graduate School: A digital copy of the thesis/dissertation must be submitted to the Graduate School five working days following your final examination. The title page, signature page ***signed in black ink***, and abstract page must be submitted to the Graduate School on 100% cotton paper. This paper refers to the fiber content. All paper which is 100% cotton can be identified by holding the sheet of paper up to the light—there must be a water mark on the paper indicating “100%” or “Pure Cotton”.
- School of Food Science: One copy, hardbound, for placement in the SFS’s Library. Submit on regular or 100% cotton paper with ***original signatures in black ink***. Include name, degree, and year on front and spine. Submit within two months after defense date.
- Graduate Advisor: One copy, hard- or soft- bound, binding negotiated with advisor. Include name, degree, and year on front and spine. Submit within two months after defense date.
- Graduate Committee: It is a courtesy to consult the members of your committee to determine if they wish either a spiral bound or hardbound copy. Faculty desiring a hardbound copy should reimburse the student. Include name, degree, and year on front and spine. Submit within two months after defense date.



## ***SCHEDULING GRADUATE DEFENSE***

1. Review the *Graduate School Academic Policies and Procedures, Digital Dissertation and Thesis Guidelines* and the *Deadlines and Procedures for Graduation*, which are available from the Graduate School's website at <http://www.gradschool.wsu.edu/Forms>.
2. Students not on appointment as teaching or research assistants, and enrolling solely for the purpose of a) completing theses or special problems, b) taking the preliminary examinations, or c) taking master's or doctoral final examinations, **must** register for a minimum of two semester hours of the applicable 700 or 800 course during that semester or summer session. The student's thesis, special problems or dissertation must have been completed during the prior semester to be eligible for the two-credit enrollment. Consult the *Graduate School Academic Policies and Procedures* for specifics.
3. **One semester** before final defense turn in the Graduate School's *Application for Degree* form. The Graduate School processes an electronic 'Final To-Do' form notifying the student and advisor of all the final courses, forms, and credits that the student needs to complete before scheduling final defense.
4. At least **ten working days** before final defense submit the Graduate School's *Final Examination Scheduling* form and an electronic copy of thesis/dissertation to the Graduate School. The Graduate School will perform the format check electronically and provide guidelines to students. Reserve the SFS Conference Room (FSHN 104A) and equipment (laptop, projector, pointer) from the SFS Front Desk for the seminar, defense, and practice times.
5. At least **ten working days** before the final defense, send an electronic copy of the seminar notice, and abstract, to the Academic Coordinator for distribution to faculty, graduate students and staff.
6. At least seven working days prior to the final defense, place a complete copy of the thesis/dissertation at the SFS Front Desk for Faculty review.
8. The student is responsible for furnishing refreshments and/or beverages for their final defense.
9. **Five working days** following a successful dissertation defense or master's final oral examination, send the digital copy of the dissertation or thesis in PDF format to the WSU Library digital dissertation server <http://www.dissertations.wsu.edu/>. At the same time, submit to the Graduate School a 100% cotton paper copy of the title page, abstract, signature page and copyright acknowledgement form (aka: hold harmless agreement). Doctoral students must also submit a dissertation agreement form, an extra title page, an extra abstract, and the Survey of Earned Doctorate pamphlet found at <http://www.gradschool.wsu.edu/Forms/>. The title page, the signature page (signed in black ink), and the abstract page must be on 100% cotton paper. The 100% cotton paper

refers to the fiber content of the paper. All paper which is 100% cotton can be identified by holding the sheet of paper up to the light—there must be a water mark on the paper indicating “100%” or “Pure Cotton”.

## ***GRADUATION/DEPARTURE***

1. Graduation ceremonies and Commencement are in May and December.
2. Order cap and gown through the WSU Bookie <http://wsubookie.bncollege.com> or during the Graduation Fair by the appropriate deadline. For specific information, check the WSU Commencement website at <http://commencement.wsu.edu>.
3. See Appendix 3 for the *Graduate Student Departure Checklist*. Turn in the form to the Academic Coordinator upon completion.

# DEGREE REQUIREMENTS

## ***GENERAL REQUIREMENTS***

The following sections describe the specific requirements (coursework, research credits, examinations, etc.) for the M.S. in Food Science, and Ph.D. in Food Science. These requirements supplement the *Graduate School Admission Policies and Procedures*, which should also be consulted for specific rules and regulations applying to your graduate studies. If you have any questions regarding degree requirements, consult your graduate advisor or the Academic Coordinator.

### **Safety**

Safety is an important issue within the SFS and Washington State University. As such, all new graduate students must complete the *Mandatory Completion of Training: Responsible Conduct of Research Education* at <https://myresearch.wsu.edu>. You are also required to attend the SFS Orientation/Safety Training session on equipment usage, safety regulations, and waste disposal procedures before being allowed to use the facilities. This session will be scheduled during the first couple of weeks in the fall semester and a CD is available for those who arrive in the spring. Before the first day you work in a lab, you will have a safety orientation with the lab supervisor or your graduate advisor to complete the *WSU Safety Checklist*.

During your graduate study, any safety concerns should be brought to the attention of the SFS Safety Committee and/or graduate advisor. You will receive electronic safety minutes from this committee to help you keep current regarding regulations. One graduate student will be asked each year to participate on this committee. You will be notified who the graduate representative is and you can also bring up any safety issues to that individual. The SFS facilities are subject to inspection at any time by the WSU's safety authorities and every attempt should be made to avoid potentially hazardous situations.

### **SFS Learning Outcomes for M.S. and Ph.D. Food Science**

1. Graduate students will be able to conduct innovative and high quality research to solve emerging problems in food science by:
  - a. Demonstrating a fundamental understanding of food science knowledge and principles
  - b. Applying scientific knowledge to assess and solve food science problems
  - c. Exhibiting communication skills to convey technical information and defending scientific findings.
  - d. Designing and conducting scientific experiments and analyzing research findings
2. Graduate students will have the professional and leadership skills for entry-level positions in food and allied industries, government or academia.

## ***OTHER EXPECTATIONS***

### **Assistance to Faculty and Staff**

Regardless of the type of appointment, all graduate students may be asked to help with SFS tasks such as recruitment events with prospective students/parents, proctoring course examinations, participating in open houses and group tours, and or/occasional “odd” jobs.

### **Attending Seminars**

Graduate students are expected to attend oral seminars presented in the SFS, including those given as part of FS 518, research proposals presented by Ph.D. Food Science candidates, final defenses by M.S. and Ph.D. candidates, and faculty seminars.

### **Expectations for Graduate Students**

Graduate Students will turn in the signed and dated *Expectations for Graduate Students Document* located at the end of this Handbook Appendix #5 to the Academic Coordinator where it will be placed in your permanent file.

## ***M.S. IN FOOD SCIENCE***

The School of Food Science (SFS) offers a program of study leading to the Master of Science degree in Food Science. The program shares teaching and research activities with School of Food Science at the University of Idaho. The following policies and procedures have been established as a guide to students and advisors. This document is intended to be a supplement to the *Graduate School Academic Policies and Procedures* established by the Graduate School at Washington State University. Faculty and prospective students should be familiar with both documents.

### **Undergraduate Preparation**

- A. Chemistry
  - Two semesters of general/inorganic chemistry
  - One semester of organic chemistry
  - One semester of biochemistry
- B. Biological science
  - Two semesters including general microbiology
- C. Mathematics
  - One course in calculus
- D. Nutrition
  - One course
- E. Physics
  - One course

Courses listed above that are not taken, as part of the student's undergraduate education will be considered deficiencies after admission for graduate education in Food Science. These deficiencies must be corrected early in the graduate program by enrollment for letter grade in the appropriate course(s). The Graduate School requires a minimum TOEFL score for non-English speaking applicants. However, the student may be required by their advisor or thesis/dissertation committee to take additional English courses and/or arrange for tutoring, if needed.

## **M.S. in Food Science Courses/Committee/Examinations**

### **Minimum Food Science Course Requirements**

<u>Area<sup>†</sup></u>	<u>Equivalent Courses</u>	<u>Credits</u>
Food chemistry/analysis	FS 460 or 462	3
Food microbiology/safety	FS 416	3
Food processing/engineering	FS 432, 529, 565, 570 or BSysE 581, 582, 583, or 584	3

<sup>†</sup>Prior equivalent coursework may be used to satisfy minimum course requirements.

Students may elect to also take companion laboratory courses depending on academic background and interest.

## General Graduate Course Requirements

- (1) Food science courses (500-level; minimum 9 credits).
  - Scientific writing (FS 517; 2 credits).
  - Oral seminar (FS 518; 1 credit).
  - Other food science courses (500-level; 6 credits).
- (2) Statistics (minimum 400-level; 3 credits).
- (3) Total graded course + research (minimum 31 credits).
  - Total graded courses (non-research; minimum 21 credits; a maximum of 6 credits of 400-level coursework may be counted toward this total).
  - Research (minimum 10 credits).
  - The maximum number of transfer course credits is limited to half the total graded credits.

## M.S. Student Committee

- (1) A minimum of three faculty will comprise a M.S. committee; two from the School of Food Science and one additional member. Additional committee members can be added as jointly agreed upon by the student and major advisor.
- (2) The third faculty committee member will come from outside the School of Food Science (*i.e.*, statistics, horticulture, chemistry, microbiology, business, etc.) and will be selected based on the interests and needs of the student and major advisor.

## Final Defense

- (1) In preparation for the Final Defense, students will provide an open seminar (approximately 40 minutes) describing and summarizing their thesis research. All committee members must be present for this seminar.
- (2) The Final Defense Oral Examination will be conducted by the student's graduate committee and is scheduled through the Graduate School at either UI or WSU. Students must check with their Graduate School for additional regulations regarding scheduling of the examination (enrollment requirements, etc.). A copy of the thesis must be available to the School of Food Science seven days prior to the defense.
- (3) The Final Defense Oral Examination will primarily focus on the content of the thesis, but might also address food science competencies related to the thesis research.

*Approved by SFS Graduate Curriculum Committee November 2, 2011  
Approved by SFS Faculty April 16, 2013*

Name \_\_\_\_\_

Date \_\_\_\_\_

**Degree Checklist for  
M.S. IN FOOD SCIENCE**

**Undergraduate Preparation**

Deficiency from undergraduate <u>preparation list</u>	WSU course <u>to be taken</u>	Course <u>substitution*</u>
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**Minimum Food Science Course Requirements**

<u>Area</u> <sup>†</sup>	<u>Credits (min.)</u>	<u>Equivalent Courses</u>	<u>*List the proposed courses &amp; credits to be taken*</u>
Food chemistry/analysis*	3	FS 460, 462	_____
Food microbiology/safety*	3	FS 416	_____
Food process/engineering	3	FS 432, 529, 565, 570, or BSysE 581, 582, 583, or 584	_____

<sup>†</sup>Prior equivalent coursework may be used to satisfy minimum course requirements. Students may elect to take companion laboratory courses depending on academic background and interest.

**General Graduate Course Requirements**

Food Science Courses	9	Various 500-level	
• Scientific Writing	2	FS 517	_____
• Oral Seminar	1	FS 518	_____
• Other food science courses	6	Various 500-level	_____
Statistics	3	400-level minimum	_____

**TOTAL Graded Coursework Credits +Research (minimum 31 credits)**

- Total graded courses (non-research; minimum 21 credits; a maximum of 6 credits of 400-level coursework may be counted toward this total). \_\_\_\_\_
- Research (minimum 10 credits) \_\_\_\_\_
- The maximum number of transfer course credits is limited to half the total graded credits \_\_\_\_\_

**3. Rationale for substituted courses:**

Advisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Turn in with the *Program of Study* to the Academic Coordinator during your second semester.**

MSFS/Grad-han13. Rev8/19/2013

## ***Ph.D. IN FOOD SCIENCE***

The School of Food Science (SFS) offers a program of study leading to the Doctor of Philosophy degree in Food Science. The program shares teaching and research activities with the School of Food Science at the University of Idaho. The following policies and procedures have been established as a guide to students and advisors. This document is intended to be a supplement to the *Graduate School Academic Policies and Procedures* established by the Graduate School at Washington State University (WSU). Faculty and students should be familiar with both documents.

### **Undergraduate Preparation**

- |                       |   |
|-----------------------|---|
| A. Chemistry          | <ul style="list-style-type: none"><li>• Two semesters of general/inorganic chemistry</li><li>• One semester of organic chemistry</li><li>• One semester of biochemistry</li></ul> |
| B. Biological science | <ul style="list-style-type: none"><li>• Two semesters including general microbiology</li></ul>  |
| C. Mathematics        | <ul style="list-style-type: none"><li>• One course in calculus</li></ul>  |
| D. Nutrition          | <ul style="list-style-type: none"><li>• One course</li></ul>  |
| E. Physics            | <ul style="list-style-type: none"><li>• One course</li></ul>  |

Courses listed above that are not taken as part of the student's undergraduate or M.S. education will be considered deficiencies after admission for graduate education in Food Science. These deficiencies must be corrected early in the graduate program by enrollment for letter grade in the appropriate course(s). The Graduate School requires a minimum TOEFL score for non-English speaking applicants. However, the student may be required by his/her advisor or thesis/dissertation committee to take additional English courses and/or arrange for tutoring, if needed.

A Master of Science (M.S.) degree demonstrates the ability to conduct and report research and is generally required for admission into the Doctor of Philosophy (Ph.D.) program in Food Science. However, *in exceptional cases*, a student admitted into the M.S. degree program may apply to by-pass the M.S. degree once a strong academic record and potential research ability is demonstrated. After completion of at least two (2) semesters of courses at WSU and a minimum of four (4) courses from the approved MS Program of Study, the student can request admission into the Ph.D. program. Faculty who consent to serve on the Ph.D. dissertation committee will provide a single recommendation to the GAC and SFS Director who will confer and make a decision to approve or deny admission.



**PhD in Food Science**  
**Courses/Committee/Examinations**

Minimum Food Science Course Requirements

<u>Area<sup>†</sup></u>	<u>Equivalent Courses</u>	<u>Credits</u>
Food chemistry/analysis	FS 460 or 462	3
Food microbiology/safety	FS 416	3
Food processing/engineering	FS 432, 529, 565, 570 or BSysE 581, 582, 583, or 584	3

<sup>†</sup>Prior equivalent coursework may be used to satisfy minimum course requirements.

Students may elect to also take companion laboratory courses depending on academic background and interest.

General Graduate Course Requirements

- (1) Food science courses (500-level; minimum 17 credits).
  - Scientific writing (FS 517; 2 credits).
  - Oral seminar (FS 518; 1 credit).
  - Other food science courses (500-level; 14 credits).
- (2) Non-food science courses (minimum 6 credits).
  - Statistics (minimum 400-level; 3 credits).
  - Other non-food science courses (500-level; minimum 3 credits).
- (3) Total graded course + research (minimum 78 credits).
  - Total graded courses (non-research; minimum 33 credits; a maximum of 9 credits of 400-level coursework may be counted toward this total).
  - Research (minimum 45 credits).
  - The maximum number of transfer course credits is limited to half of the total graded credits.

Food Science Competency Areas

- Chemistry/analysis.
- Microbiology/safety.
- Processing/engineering.
- Nutrition, toxicology, sensory, and other related areas.

- (1) School of Food Science faculty will self-assign to one or a maximum of two food science competency areas.
- (2) Those faculty comprising each identified competency area will develop a general study guide that will be representative of that area to assist PhD students in preparing for their Written Preliminary Examination. Each study guide will include the following:

- (a) Specific topics of importance derived from food science core competency areas established by the Institute of Food Technologists.
- (b) A recommended reading list of book chapters and/or review articles.
- (c) Five example questions that reflect the general nature of those likely to be encountered on the Written Preliminary Examination.

#### PhD Student Committee

- (1) A minimum of four faculty will comprise a PhD committee; three from the School of Food Science and one non-School of Food Science faculty member. Additional committee members can be added as jointly agreed upon by the student and major advisor.
- (2) The major advisor and the two other School of Food Science committee members will each represent a different competency area, such that three of the four food science competency areas are represented by the committee.

NOTE: Though a single faculty member may self-assign up to two different competency areas, that member will represent one competency area for the purposes of the Written Preliminary Examination.

- (3) The fourth faculty committee member will come from outside the School of Food Science (*i.e.*, statistics, horticulture, chemistry, microbiology, business, etc.) and will be selected based on the interests and needs of the student and major advisor.

#### Preliminary Examination (Written)

- (1) The Written Preliminary Examination will be conducted by the student's committee, and will be scheduled through the School of Food Science (see Academic Coordinator).
- (2) Each committee member will represent a single food science competency area for the purposes of conducting the Written Preliminary Examination, even though a given faculty member may have broader research/teaching interests.
- (3) To help focus students studying for the examination, each group of faculty comprising a given competency area will develop a study guide for the represented competency area. Individual committee members will have the option of providing more specific guidance to students prior to the examination as deemed necessary.
- (4) Committee members will be responsible for developing questions that are representative of their chosen competency area.
- (5) Questions from the fourth committee member (external to the School of Food Science) will generally come from the competency area(s) or field represented by that member.

- (6) Each committee member will grade student answers to each question on a pass/fail basis.
- (7) Students may not schedule the oral portion of the Preliminary Examination until they have successfully passed all sections of the written exam representing the relevant competency areas. Students who fail the written exam for a given competency area will be given one additional opportunity to pass this exam using different questions selected by the representative faculty member. Students who fail the written examination a second time will be dismissed from the program.

### Preliminary Examination (Oral)

- (1) In preparation for the Oral Preliminary Examination, a student will prepare a written research proposal and defend their proposal in an open seminar as part of the Oral Preliminary Examination.
- (2) The Oral Preliminary Examination will be conducted by the student's graduate committee and will address (a) the quality and the student's depth of knowledge/understanding of the research proposal and (b) any noted deficiencies from the Written Preliminary Exam.
- (3) The Oral Preliminary Examination is scheduled through the Graduate School at either UI or WSU. Students must check with their Graduate School for additional regulations regarding scheduling of the Oral Preliminary Examination (enrollment requirements, etc.).

### Final Defense

- (1) In preparation for the Final Defense, students will provide an open seminar (approximately 40 minutes) describing and summarizing their dissertation research. All committee members must be present for this seminar.
- (2) The Final Defense Oral Examination will be conducted by the student's graduate committee, and is scheduled through the Graduate School at either UI or WSU. Students must check with their Graduate School for additional regulations regarding scheduling of the Oral Preliminary Examination (enrollment requirements, etc.). A copy of the dissertation must be available to the School of Food Science seven days prior to the defense.
- (3) The Final Defense Oral Examination will primarily focus on the content of the dissertation, but might also address food science competencies related to the dissertation research.

*Approved by SFS Graduate Curriculum Committee March 25, 2013*

*Discussed at SFS Faculty Meeting March 27, 2013*

*Approved by SFS Faculty April 16, 2013*

Name \_\_\_\_\_

Date \_\_\_\_\_

***Degree Checklist***  
**Ph.D. IN FOOD SCIENCE**

**Undergraduate preparation**

<u>Deficiency listed from undergraduate preparation list</u>	<u>WSU course to be taken*</u>	<u>Course Substitution*</u>
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**Minimum food science course requirements**

<u>Area</u>	<u>Credits (min.)</u>	<u>Equivalent Courses</u>	<u>Course(s)/Credits Taken*</u>
Food chemistry/analysis	3	FS 460, 462	_____
Food microbiology/safety	3	FS 416	_____
Food Process/engineering	3	FS 432, 529, 565, 570, or BSysE 581, 582, 583, or 584	_____

†Prior equivalent coursework may be used to satisfy minimum course requirements. Students may elect to also take companion laboratory courses depending on academic background and interest.

**General Graduate Course Requirements**

- |   |    |   |       |
|---|----|---|-------|
| 1) Food Science courses   | 17 | Various 500-level   | _____ |
| • Scientific writing  | 2  | FS 517  | _____ |
| • Oral Seminar  | 1  | FS 518  | _____ |
| • Other food science courses  | 14 | Various 500-level   | _____ |
|   | ** | FS 501, 510, 511, 512, 513,<br>516, 522, 564, 565, 570, 583 | _____ |
|   | 6  |   | _____ |
| 2) Non-food science courses   |    |   |       |
| • Statistics*   | 3  | 400-level or above  | _____ |
| • Other non-food science courses  | 3  | 500-level (min 3 credits)                                   | _____ |
| 3) Total graded course + research   | 78 |   | _____ |
| • Total graded courses (non-research; minimum 33 credits; a maximum of 9 credits of 400-level coursework may be counted toward this total). |    |   |       |
| • Research  | 45 | FS 800  | _____ |
| • The maximum number of transfer course credits is limited to half of the total graded credits  |    |   |       |

**Other requirements:**

**Research Proposal**

Must be completed after passing written preliminary examination and as part of the Oral  
Prelim examination. \_\_\_\_\_

**Courses to be taken but cannot appear on *Program of Study*.**

A. 300-400 level courses beyond 9 credit limit:

B. 500 level graded coursework above the Graduate School minimum:

C. 500 level courses graded P/F or audited:

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**5. Rationale for substituted courses:**

Advisor's signature: \_\_\_\_\_

Under revision 8/13

# FINANCIAL SUPPORT

## *ASSISTANTSHIPS*

The two types of financial support available to graduate students are Research Assistantships (RA) and Teaching Assistantships (TA) funded by state or grant sources. Despite the funding source, each **requires** students to work 20 hours/week by performing research duties or assisting faculty to teach courses. These appointments are usually for the academic year (August 16 to May 15), are subject to maintenance of a minimum 3.0 cumulative grade point average, have continued regular enrollment in the Graduate School, make adequate research progress, and have no outstanding 'incomplete' grades for more than one semester. Students must enroll full-time (10-12 credits per semester), and students **must reside in the state of Washington to be eligible for the tuition waiver**. To receive the tuition waiver beyond the first year, WSU requires beginning residency procedures upon arrival to WSU. Review residency requirements at <http://residency.wsu.edu/residency-requirements/>.

The admission of graduate students into SFS and assignment of state-funded assistantships is performed by the SFS Director with recommendations from the Graduate Admissions Committee (GAC). State-funded RAs will be offered to students with continual attention to the balance of RA support for each faculty member. The GAC recommends to the Director the assignment of students with TAs to courses for the upcoming year (fall and spring semesters). Individual faculty members may recruit students for assistantships funded from grants. The principal investigator(s) shall inform the GAC of student appointments to grant supported assistantships.

### **Guidelines for Assigning State-Funded Assistantships**

1. RAs will be offered to graduate students with the best credentials including GPA, GRE's, TOEFL, previous experience, letters of recommendation and other information available.
2. To advise a graduate student on a RA, the faculty member **must** have an approved Agricultural Research Project or a Cooperative Extension project.
3. Assistantship offers are normally made in writing during the spring semester.
4. Faculty are generally eligible to advise only **one** graduate student on a state funded RA at a given time.
5. RAs that are funded by the WSU Creamery will be provided to faculty conducting dairy-related research. These RAs will be considered equivalent to other state-funded RAs and will be restricted to one advisee per faculty member. Selection to receive these assistantships rests with the creamery manager, creamery advisor, GAC Chair, and SFS Director.

6. International students being considered for a teaching assistantship **MUST** complete the WSU International Teaching Examination (ITE). The purpose of this examination is to ensure that all non-English teaching assistants have adequate English skills necessary for effective teaching. For those students not on a state-funded TA or RA, and want to be considered for one in the future, you must take the ITE exam at least one semester before applying for one of the SFS assistantships. Please see the Academic Coordinator for further information.

### **Time Limitation for Assistantship Appointments**

The time limitation suggested by the Graduate School for appointments to research and teaching assistantships is 2 academic years (4 semesters) for M.S. degree candidates and 3 academic years (6 semesters) for the Ph.D. degree candidates. Re-appointments beyond these suggested Graduate School time limitations will be made only by majority approval of the SFS Faculty and will be allowed only under acceptable extenuating circumstances. All appointments are reviewed on an annual basis and subject to satisfactory progress.

### **Work and Vacation Time**

Students on an assistantship are expected to devote an average of 20 hours/week on teaching or research duties for which the stipend is provided. Students who register for thesis or doctoral research (FS 700, 800) should devote an average of three hours per week for each credit hour. State-funded research assistantships provide nine months of salary from Aug. 16 to May 15. Summer salary is at the discretion of the graduate advisor.

Graduate students on appointments do not earn annual or sick leave. Students are entitled to designated university holidays that occur during the period of their appointments, but are expected to work even when classes are not in session. Since you are getting paid, get permission from your advisor and instructor to take leave during student breaks (Thanksgiving, Winter, Spring, etc), and or University Holidays. See the approved WSU Holiday Schedule at <http://hrs.wsu.edu/Holiday-Schedule>.

## ***EMPLOYMENT PROCEDURES***

Students accepting an assistantship must contact the SFS Administrative Manager no later than mid-July for the fall semester and mid-November for the spring semester, preferably prior to arrival at the university. If a student does not have an assistantship, but is hired instead on an hourly wage called 'Time-Slip, the student must see the Administrative Manager before beginning to work. All new employees must complete a W-4 and I-9 documentation. See the FSHN/Clark Business Center in FSHN 302.

As noted in the Graduate School Appointment Processing Document 'Leave and Vacations section J' it states, "During the term of their appointments, all graduate student service appointees are expected to be at work each normal workday, including periods when the

University is not in session with the exception of the legal holidays designated by the Board of Regents". All University holidays are designated by the Board of Regents and are published in the *WSU Week* and posted on the Web at <http://hrs.wsu.edu/Holiday-Schedule>.



# STUDENT EVALUATION

## *GRADUATE SCHOOL*

The Graduate School requires an annual evaluation of each student as a means of assessing progress towards his/her degree. This evaluation is intended to provide constructive advice to the student and enhance the training experience. The Graduate School reviews records at the end of every semester to be sure students have a cumulative grade point average of at least 3.00.

When the cumulative GPA drops below 3.00, re-instatement is needed for continued enrollment. Such students will receive a letter of deficiency from the Graduate School indicating that continuance in graduate studies will not be allowed without a letter of support from the advisor and SFS Director. Students must discuss plans to increase grades, to make adequate progress with their advisor and a strong case for reinstatement should include reasons for the poor performance and a specific plan for improvement. Once a favorable letter is sent to the Associate Dean of the Graduate School for reinstatement, students will be sent a formal letter of reinstatement. If a student is not reinstated, the Graduate School will send a notice of termination.

## *SCHOOL OF FOOD SCIENCE*

Within the SFS, a separate and more detailed review is conducted every year by the Graduate Admissions Committee (GAC). An *Annual Evaluation* form is given to all students to be filled out by the student and advisor. The student's thesis/dissertation advisory committee reviews, evaluates, and signs the completed form. The form is returned to the GAC **by the designated deadline**. The GAC then forwards recommendations to the Director who notifies the student of the review results. Unsatisfactory progress toward degree objectives could lead to termination of enrollment and/or loss of assistantship through action by the GAC and Director.

# FACILITIES AND SERVICES

## *LABORATORY SPACE*

Each graduate student working in SFS will be assigned laboratory space (if applicable), generally near the advisor. Each research laboratory is under the control of a specific faculty member and any student using a laboratory is subject to the rules and regulations applying to it. Before a student can work in a laboratory, they must complete departmental safety training and a more specific training with the lab supervisor or advisor. Cleanup of work areas and proper care of equipment is the responsibility of the person using the work area and equipment, even if that person is not working in his/her own lab.

Some equipment is purchased by the SFS and is available for general use, but most instruments are purchased with grant funds by individual faculty members and are under their control. It is SFS policy to maximize the use of equipment, since it is often not feasible to duplicate items. Equipment in your graduate advisor's laboratory will be generally available to you but the use of any other equipment or facilities **must be negotiated with the faculty member in charge**. Broken and/or non-functioning equipment **MUST** be reported immediately to the student's advisor and the person in charge of the particular instrument. If the problem is due to misuse, the student and/or advisor will be held responsible for repairs or replacement. No items (lab supplies, equipment, dishes, etc) may be taken from teaching laboratories (FSHN 103/155 and 140) without permission from the laboratory supervisor.

## *DESK SPACE*

Desk (office) space is usually available first to students being financially supported by state or grants funds, and then to those supported by scholarships, fellowships or self-paying. To request desk space other than what you are assigned, please have your graduate advisor submit a request to the SFS Space Committee.

## *OFFICE SUPPLIES/EQUIPMENT*

Office supplies kept in the SFS workroom are not to be used for any purpose except activities authorized by advisors or the course instructor whom the student is assisting. Once the advisor or instructor authorizes you to get/use SFS supplies, inform the office personnel before taking any items. Also, please notify office personnel if you need assistance, or if you take the last item.

Laptop Computers and Projectors – available for loan to students for seminars. Reserve them in advance from the SFS Front Desk to ensure availability. Make sure all cords are replaced and stored in their proper place.

Copy Machine – for departmental use only and available if you have TA duties. Personal copies are not allowed, including copying lecture notes, theses, books, or reference material. Food Science is not a vendor department and cannot bill for copies.

Scanning – The copy machine has the capability to scan a document for university business. Contact the Front Desk for directions to scan using the copy machine.

Faxing – The copy machine has the capability to fax a document for university business. The fax number is (509) 335-4815 and may be used to send/receive information. Long distance faxes require an authorization code. To receive a fax, alert any potential sender to clearly list your name as the recipient. We will deliver any faxes to departmental mailboxes. Contact SFS Front Desk for instructions on sending/receiving a fax.

## ***COMPUTER***

It is your responsibility to be familiar with the WSU policies on computer usage [http://public.wsu.edu/~forms/HTML/EPM/EP4\\_Electronic\\_Communication\\_Policy.htm](http://public.wsu.edu/~forms/HTML/EPM/EP4_Electronic_Communication_Policy.htm), and the CAHNRS policies on virus protection, computer support for graduate students, and software updates <http://cwr.wsu.edu/>. When using WSU computers and bandwidth, it is illegal to download television, movies, music, and games.

## ***KEYS***

All outside door keys and keys to specific rooms to which a student may require access can be obtained from the SFS Administrative Manager by request of your advisor. The keys are stamped with a code and you will be responsible for your assigned keys. **Do not lend your keys to anyone.** You will be required to sign for the keys you receive and you **MUST** return them when you graduate or when you no longer need access to the room. The university reserves the right to impose sanctions for keys that are not returned.

## ***MAILBOXES***

All graduate students have a mailbox located in the SFS copy room and is accessible by the outside hallway. It is against WSU policy to use the departmental address to receive personal mail.

## ***TELEPHONE***

On campus telephone numbers are 509-335-XXXX. To make a call from a campus phone to another campus phone, dial 5-XXXX. To dial off-campus local numbers, dial 7-33X-XXXX or Moscow 7-885-XXXX. To call a toll free number, dial 7-1-800-XXXX.

## ***INFORMATION BOARD***

Information boards are located near rooms FSHN 102 and 104A, and in the hallway (near the elevator) where pertinent information for food science graduate students is displayed, including seminar announcements, courses, special events, scholarships, and Food Science Club.

## ***THESES/DISSERTATIONS***

Theses/Dissertations written by SFS graduate students are housed in FSHN 106. These may be examined and/or checked out from the SFS Front Desk. Return them to the SFS Front Desk. While in your possession, take care to not lose or damage to avoid having to pay for replacement copy.

## ***ROOM 103/155***

FSHN Room 103/155 is a food preparation laboratory that has 14 small-scale kitchens, two of which are demonstration kitchens. If you need to reserve these rooms for a food function, meeting, or class, contact the SFS Front Desk. Make reservation early to ensure room availability. If the room is needed for a food function, pick-up the room policies and procedures, and collect any equipment needed (in advance). Follow the clean-up procedures as directed by the form.

## ***ROOM 150***

FSHN Room 150 is a sensory training room, and is part of the Sensory Evaluation Laboratory. It may be closed if being used for conducting research or meetings. If available, this room can be used by faculty, staff and graduate students. To reserve, get permission from the Faculty responsible for this room (see Appendix 3). Do not remove any items from this room, including the tables and chairs.

## ***ROOMS 104A and 106G (CONFERENCE ROOMS)***

FSHN 104A is the large conference room (seats 30) and FSHN 106G is a small conference room (seats 6). They are both available for meetings, seminars, or club events. To reserve the room(s), sign-up at the SFS Front Desk.

## ***GRIEVANCES***

If a problem that cannot be resolved develops between a student and the advisor or other personnel, discuss the issue first with the SFS Director. WSU has specific procedures available to assist with unresolved conflicts. These procedures can be obtained from the Graduate Student Rights and Responsibilities document <https://gradschool.wsu.edu/wp-content/uploads/sites/19/2014/06/Graduate-Student-Rights-and-Responsibilities-2014-15.pdf>.

## ***REPRESENTATIVES TO FACULTY MEETINGS***

Graduate students can elect or select one representative to be present at faculty meetings. The role of the representative is to convey any issues or concerns of graduate students to the faculty as they pertain to departmental policies and procedures.

## ***STUDENT ORGANIZATIONS***

A club for both undergraduates and graduates majoring in Food Science and related fields, the **Food Science Club (FSC)** offers a learning environment by providing interaction between students, faculty, and industry leaders. As a fundraising project, the club produces cheese spreads in conjunction with the WSU Creamery (Ferdinand's). Other activities include the Washington State's Adopt-a-Highway program, and competition in "The College Bowl". The FS Club meets monthly to plan club activities and sponsors guest speakers who help students gain a better understanding of the food industry and the role it plays in providing the public with safe and nutritious foods. Review FS Club website at <http://sfs.wsu.edu/current-students/student-groups/food-science-club/>. The FS Club encourages students to also join the Institute of Food Technologists, the national professional organization ([www.ift.org](http://www.ift.org)).

Anyone who loves dairy products can be a member of the **WSU Dairy Products Evaluation Team**. The team spends months tasting dairy products to prepare for a national competition. The objective is to train their senses to distinguish between desirable and undesirable characteristics in dairy products. At the competition, their perceptions are compared to those of expert judges and monetary awards (and sometimes job offers) are given to winners. Review website at <http://sfs.wsu.edu/current-students/student-groups/dairy-prod-eval/>. The **Food Product Development Team** offers students in any discipline an opportunity to combine their creativity and education with the objective to develop novel food products. Students learn first-hand how to develop novel food products, from concept to consumer, and gain valuable leadership, communication and teamwork skills in the process. Their creations are entered into many different national contests, including the Idaho Milk Processing Association, Almond Innovations, Danisco Knowledge Award, and Institute of Food Technologists Product Development Competitions. The Food Product Development Team has earned national recognition since its founding in 1998, with over a dozen award-winning products. Review website at <http://sfs.wsu.edu/current-students/student-groups/food-product-development/>.

The **SFS College Bowl Competition** is open to Food Science graduate and undergraduate students. It tests the knowledge of student teams across the nation in the areas of food science and technology, history of foods and food processing and general IFT/food-related trivia. <http://sfs.wsu.edu/current-students/student-groups/college-bowl/>.

## APPENDIX 1

# HISTORY OF FOOD SCIENCE

The original food science program was established in the 1960's as an interdepartmental program. This program became the Department of Food Science and Technology in 1970. Dietetics has been offered at WSU since 1908 and became the Department of Human Nutrition and Foods in the former College of Home Economics in the 1970's. The College of Agriculture and Home Economics was established in 1982 by the merger of the two parent colleges (College of Agriculture and the College of Home Economics). In 1983, the departments of Human Nutrition and Foods and Food Science and Technology combined to create the Department of Food Science and Human Nutrition (FSHN).

In 2007, the Department of FSHN began a significant organizational restructuring. The human nutrition and dietetics faculty and programs in FSHN moved to WSU's new Division of Health Sciences under the College of Pharmacy, paving the way for the proposed formation of the bi-state **School of Food Science (SFS)**. This change merged the food science faculty and programs from the WSU Department of FSHN with the food science faculty and programs from the University of Idaho (UI) Department of Food Science and Toxicology. The SFS is unique in the nation and provides immediate national impact and recognition. With this merger, teaching, research, and extension programs within the SFS are expected to advance into the top tier of universities with food science programs in the United States based on faculty numbers, undergraduate and graduate student enrollment, degrees granted, research productivity, and extension programming.

Currently, the SFS has ten faculty members from WSU and nine from UI, and maintains strong undergraduate and graduate programs in food science (B.S., M.S., and Ph.D.) at both campuses. An online degree MS AG with Food Management option is also available. SFS is housed in a building that was completed in 1989, which is called Food Science and Human Nutrition Building, and shares space with Entomology, Horticulture, and Biological Systems Engineering. Facilities for Food Science include a well-equipped pilot plant, 14-unit kitchen laboratory, tissue culture room, research laboratories, wine-making laboratory, and a sensory evaluation laboratory. Analytical instrumentation includes spectrophotometers, gas chromatographs, high-pressure liquid chromatographs, liquid scintillation counter, gamma counter, supercritical fluid chromatograph, and others. Additional specialized food processing facilities at WSU are available at the *Ferdinand's Ice Cream Shoppe*, and the WSU Creamery, Meats Laboratory, the United States Department of Agriculture Western Wheat Quality Laboratory. Research faculty are also located at the Irrigated Agriculture Research and Extension Center in Prosser, WA, and at WSU Tri-Cities campus, in the heart of Washington's expanding food processing and wine industries.

## **APPENDIX 2**

# **FACULTY AND STAFF**

### ***DIRECTOR:***

Barb Rasco, Director of the School of Food Science at WSU and UI

### ***FOOD SCIENCE FACULTY:***

Washington State University (WSU) - Faculty are located at WSU-Pullman unless noted below: Charles Edwards, Girish Ganjyal, James Harbertson (WSU Tri-Cities), Thomas Henick-Kling (WSU Tri-Cities), Giuliana Noratto, Carolyn Ross, Denise Smith, Meijun Zhu

University of Idaho (UI) - Faculty are located at UI-Moscow, ID unless noted below: Carolyn Bohach, Helen Joyner, Amy Hui-Mei Lin, Jeff Kronenberg, Scott Minnich, Greg Möller, Andrzej Paszczynski, Dojin Ryu, Brennan Smith, Gülhan Ünü

Emeritus: Larry Branen (UI), Richard Dougherty (WSU), Jerry Exon (UI), Alan McCurdy (WSU), Paul Muneta (UI), Joseph Powers (WSU), Barry Swanson (WSU).

### ***RESEARCH/LAB STAFF:***

Washington State University (WSU) - Mike Costello, Peter Gray, Tonia Green, Yen-Te 'Andy' Liao, Bhim Thapa, Beata Vixie, Lauren Walter, Karen Weller, Shuming Zhang  
University of Idaho (UI) – Mohammad Anvari, Martin Baker, Cini Baumhoff, Duane Bull, Malcomb Burbank, Claudia Deobald, Angela Johnson, Hyun Jung Lee, Barb Nielson, Harold Rohde, Haiqing Sheng

### ***PILOT PLANT:***

Washington State University (WSU) - Frank Younce (Manager, Pilot Plant)  
University of Idaho (UI) – Josh Bevan (Manager, Food Technology Center, Caldwell, ID.)

### ***WHEAT QUALITY LABORATORY:***

Craig Morris (Director)

### ***CREAMERY:***

John Haugen (Manager), Dave Soler (Assistant Manager)

### ***OFFICE STAFF:***

Washington State University (WSU) - Jodi Anderson (Academic Coordinator), Cathy Blood (Conference Coordinator), Jane Lawford (Fiscal Specialist), Angela Lenssen (Communications Consultant 1), Dory Lohrey-Birch (Program Coordinator), Adam Williams (Administrative Manager)  
University of Idaho (WSU) – Clara O'Brien (Office Manager/Academic Coordinator), Robyn Wakefield (Financial Technician)

## APPENDIX 3

# GRADUATE STUDENT DEPARTURE CHECKLIST

<b>Student Name</b>	<b>WSU ID Number</b>	<b>Lab Room #</b>
<b>Office Room #</b>	<b>Graduate Advisor</b>	<b>Administrative Representative</b>

**Please have appropriate person initial box once task is completed:**

	Leave all research data, including lab books with graduate advisor
	Update lab and office computer with passwords, if applicable
	Laboratory left clean and all personal items removed, experiments/chemicals disposed of, etc. in accordance with <a href="http://www.ehs.wsu.edu">http://www.ehs.wsu.edu</a> . Confer with advisor and lab technician to ensure lab is left in good order and all your items are removed or disposed of properly.
	Complete RA/TA responsibilities.
	Return all WSU equipment, tools, computer equipment, portable electronic devices, software, etc.
	Return all library books, reference materials, or papers that were checked out or borrowed
	Return any thesis/dissertations you checked out to the SFS main office
	Pay outstanding university fees if applicable
	Order at least one copy of final official transcript – for student’s future use
	Clean office of all personal materials – shelves, file cabinet and desk. Walk through with office representative for official check.
	Change office/lab phone message and password. Leave/change new password to the phone number.
	Clean out mailbox
	Change address with ZZUis and notify SFS of your new address
	E-mail account changed/forwarded
	Notify any subscriptions, publications or mail you receive at the SFS address with your new address
	Give a bound copy of you thesis/dissertation to Academic Coordinator
	Turn in all keys to office, labs, and building - return to Food Science main office, 106 FSHN
	Let Academic Coordinator know the email to use for future job announcements.
	Schedule Exit Interview with School of Food Science Director
	Final checkout with advisor
	Final Step! Turn in form to Academic Coordinator

<b>Advisor’s signature</b>	<b>Date</b>
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<b>Student’s signature</b>	<b>Date</b>
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<b>Admin. Representative’s Signature</b>	<b>Date</b>
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## APPENDIX 4

# GRADUATE SCHOOL GUIDELINES FOR GOOD PRACTICES IN GRADUATE EDUCATION

WSU's graduate programs are marked by outstanding faculty, modern and challenging curricula, first-rate students, and support systems that enhance student and faculty development. The best support systems include staff, comfortable office or laboratory space, resources necessary for scholarship and research, and policies and written guidance for students to meet programmatic and University requirements. These guidelines focus on the responsibilities of students and the expectations of faculty advisors, mentors, programs and departments.

The purpose of these guidelines is to ensure that WSU faculty members and graduate students share the responsibility for creating a supportive environment—one that is community-minded in purpose and conducive to learning. Good working relationships among faculty members and graduate students require that they recognize and honor their respective responsibilities to ensure high quality graduate education and an environment where everyone acts ethically and professionally at all times. The following guidelines are intended to promote an understanding of graduate students' responsibilities as members of the academic community of WSU.

### **Expectations of Graduate Students**

WSU graduate students have a responsibility to:

1. Conduct themselves in a mature, professional, and civil manner in all interactions with faculty, staff, and other graduate or professional students, and undergraduates.
2. Learn the Graduate School's Policies and Procedures, including important program deadlines, requirements and grievance procedures (see: [www.gradsch.wsu.edu](http://www.gradsch.wsu.edu)).
3. Learn their specific program requirements and procedures as delineated by their academic program.
4. Learn the standards of academic and professional performance established by faculty and their respective professional groups.
5. Maintain integrity in academics, research, independent scholarship, and professional development.
6. Communicate regularly with faculty advisors on matters related to progress within their graduate programs.
7. Acknowledge contributions of faculty advisors and others in work leading to conference presentations and publications.
8. Respect time constraints of faculty, particularly in email correspondence.
9. Respect the responsibilities of faculty advisors to evaluate students' coursework and overall academic progress. Faculty, in turn, are responsible for monitoring the validity and quality of students' research, teaching, and other scholarly activities.
10. Fulfill, in a timely manner, the requirements of their program, as prescribed by their program and the Graduate School.

11. Assume the initiative in selecting committee members for thesis, dissertation, and qualifying exams.
12. Contribute positively to a collegial environment within the program and department.
13. Complete in a timely manner the Responsible Conduct of Research training.
14. Adhere to federal, state, University, and departmental rules and regulations regarding the use of animals, human subjects, dangerous and hazardous chemicals, biohazardous and radioactive materials or radiation in research.

### **Expectations of WSU Programs and Departments**

Programs and departments play a key role in creating a positive and supportive environment for graduate students to success in their studies. Programs and departments have an expectation to:

1. Inform incoming graduate students of codes of professional and academic conduct expected of graduate students.
2. Inform graduate students about University and program requirements, including academic programs, committee formation and changes, and the nature and scope of theses and dissertations.
3. Evaluate graduate students yearly regarding their academic progress toward intended degrees, including notification in writing about satisfactory or unsatisfactory performance.
4. Encourage graduate students to participate in professional meetings, including the delivery of presentations of research or scholarly findings.
5. Assist graduate students in the timely completion of departmental or program requirements.
6. Provide students with a policy to guide collaborative projects and authorship.
7. Provide students with a graduate student manual or handbook that includes all departmental policies governing graduate student appointments, rights, and responsibilities as members of the academic community.

### **Expectations of Faculty Advisors and Mentors**

High quality graduate programs are those with notable faculty and systems for advising and mentoring graduate students. Graduate students need advice and guidance during their early experiences in graduate school, especially from faculty whose interest goes beyond the advisor-director role to one of teacher and mentor. Departments and programs are responsible for encouraging effective mentoring and for ensuring that graduate students receive advice and mentoring during the course of their graduate studies.

A mentor is a faculty person who assists scholarly development, contributes to intellectual stimulation, and fosters professionally enriching relationships with graduate students. A faculty mentor is a peer-to-be, one who encourages and supports independent development and who nurtures a rapid transition from graduate student to colleague through insightful guidance, trust, and mutual respect.

Students should expect that mentors will interact with them on a regular basis, providing the guidance, advice, and intellectual challenge necessary to complete their degree programs. If the mentor relationship is not a good fit, and another appropriate mentor is available, the student may change mentors at any time, without fear of reprisal.

Mentors and faculty advisors have an expectation to:

1. Interact in a professional and civil manner consistent with University policies. Particular attention should be paid to mentoring that involves diverse or nontraditional students.
2. Create an ethos of collegiality in classroom, laboratory or studio supervisory relationships that stimulates and encourages students to learn creatively and independently.
3. Develop clear understandings about specific research expectations and responsibilities, including timelines for completion of theses or dissertations.
4. Provide verbal and/or written comments and evaluations of students' work in a timely manner.
5. Discuss laboratory, studio, or departmental authorship policy with graduate students in advance of entering into a collaborative project.
6. Acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyrights and patents.
7. Prevent faculty rivalries from interfering with their duties as advisors, committee members, instructors or colleagues.
8. Ensure that a graduate student's assistantship experiences contribute to the student's professional development and does not impede his/her progress toward a degree.
9. Excuse themselves from serving on graduate committees when there is a potential conflict of interest or even an appearance of a conflict of interest (for example, a familial relationship between the student and the faculty).
10. Refrain from requesting students to do personal work without appropriate agreement and compensation (see also the WSU Faculty Manual - Faculty Code of Professional Ethics and Duties).

### **Expectations of Teaching Assistants (TAs)**

Regardless of how their assignments are crafted, TAs have the responsibility to meet the goals and objectives of their teaching assignments as articulated by course instructors and departmental administrators. TAs should strive for the highest quality of instructional pedagogy and delivery of services to students. All grading responsibilities should be fulfilled thoughtfully and in a timely manner. TAs who experience any difficulties with their assignments should immediately discuss these difficulties with the course instructor and/or departmental chair.

### **Expectations of Research Assistants (RAs)**

Employment as an RA involves commitments, not only to thesis and dissertation research, but also to the goals and objectives or deliverables of the sponsored project providing the salary support. RAs should exercise the highest integrity in their research efforts and also be aware of responsibilities attendant to the University's intellectual property and conflict of interest policies

and procedures. Questions should be addressed immediately with the advisor and/or the principle investigator of the project.

**Expectations of Research Fellows (RFs)**

Recipients of research fellowships should understand and adhere to the goals and objectives of sponsoring programs. These goals and objectives may require completion of training modules or internships, the development of a scholarly document (e.g., thesis or dissertation), specific uses of support funds, and/or annual or quarterly reports. It is the responsibility of RFs to be aware of such expectations and to meet them as completely as possible within the specified deadlines.

**Expectations of Staff Assistants (SAs)**

Employment as an SA involves commitment to the unit providing the support. SAs should strive for the highest quality of service and responsibility in meeting the goals and objectives of their employing unit. Questions should be addressed immediately to the SA's supervisor.

**APPENDIX 5**  
**Expectations for Graduate Students**  
**School of Food Science**  
**University of Idaho and Washington State University**

**1. General Conduct:** All graduate students are expected to conduct themselves in mature, professional, courteous manners toward other students, staff and faculty regardless of their race, gender, religion, sexual orientation, or national origin. Graduate students should work together with faculty and staff to create an environment that stimulates and encourages creative and independent learning while respecting academic freedom that allows expression of differing opinions.

**2. Requirements/Policies/Procedures:** All graduate students are expected to take primary responsibility to inform themselves of specific requirements, policies, and procedures governing their graduate studies within the School of Food Science (SFS) and at their respective Graduate School and University including ensuring that they meet all stipulated deadlines. Specific degree requirements are located in the SFS Graduate Student Handbook. Depending on the university in which the student is enrolled, university requirements, policies, and procedures should be obtained specific to University of Idaho (College of Graduate Studies provides information in the UI Catalog and/or the on-line “How To Guides”) or Washington State University (Graduate School Policies and Procedures Manual and/or Graduate Student Rights and Responsibilities Handbook).

**3. Time Management:** All graduate students are expected to manage time effectively for maximum professional development as well as personal health and well-being and balance competing demands such as being a student, graduate assistant, parent, spouse, caregiver, etc. In general, students should determine their daily schedules in consultation with their advisor. However, the demands of research often dictate that a student will have to devote time in excess of or outside of normal working hours to complete their research project and other degree requirements in a timely manner. In turn, faculty will respect student’s need to allocate their time among competing demands, while helping the student to maintain timely progress towards their degree.

**4. Additional Duties:** For students on assistantships, other duties besides courses and the student’s own research may be assigned including (a) assisting other students and faculty with research, teaching, and/or extension demonstrations, (b) maintaining cleanliness of laboratory, desk space, pilot plant, or other common use areas, (c) assisting advisor with literature searches, grant proposal development, research progress reports, etc., or (d) other SFS activities.

**5. Funding/Support:** Funding/support is described in individual student offer letters received from the SFS. Awarding of grant or state-funded assistantships will generally not exceed four (4) semesters B.S. to M.S., six (6) semesters M.S. to Ph.D., or eight (8) semesters B.S. to Ph.D. provided that adequate progress towards the degree is met.

**6. Advisor/Committee Meetings:** Graduate students are expected to meet regularly with their advisor(s) and at least once a year with their graduate committees. All meetings should be scheduled well in advance and every effort maintained to keep appointments.

**7. Professional Meetings:** Graduate students will be granted time to attend professional meetings and meetings in which they are representing the SFS or UI/WSU. All students should discuss attendance at these meetings with their advisor prior to planning to attend. Graduate students will not be granted leave during crucial parts of laboratory projects or when it conflicts with assistantship responsibilities. Funding may be available from the advisor or SFS to attend professional meetings but is not guaranteed.

**8. Safety:** Safety is the responsibility of every member of the campus community and all students will receive the appropriate safety training prior to participating in research projects. As SFS is committed to maintaining a safe environment for its faculty, staff, and students, participation in all relevant safety orientations and adherence to safety regulations will be mandatory. Safety plans and emergency management strategies for an individual campus, station, building, or other unit should be consulted so that all are aware of the appropriate actions to be taken should an emergency arise.

**9. Thesis/Dissertation Writing:** While faculty will provide needed guidance, individual students will be expected to provide the majority of writing in such a quality as to be deemed “reasonable” for submission to a peer-reviewed journal. Students should not expect faculty advisors to write significant portions of their theses/dissertations in order to graduate within specific deadlines. An acceptable M.S. thesis will usually contain at least one publishable journal article, while a Ph.D. dissertation generally yields three or more publishable manuscripts. Students should respect faculty members’ need to allocate their time and other resources in ways that are academically and personally productive. As such, students must allow time for faculty review of written material, minimally two to three weeks (14 to 21 days) per manuscript.

**10. Professional Acknowledgements:** Student and faculty contributions to research presented at conferences, in professional publications, or in applications for invention disclosures, copyrights and patents should be acknowledged by authorship, ownership, or in some other appropriate form.

**11. Leave:** All leave (vacation, absences, etc.) should be approved by the advisor in advance. Typically, vacation time will not be granted during crucial times of research (*i.e.*, growing season, harvests, etc.). Graduate students are expected to be at the school during the standard hours of university operation but not be expected to be at work on officially designated university holidays or days when their university is officially closed. Written notice is required to the advisor and SFS director and respective Graduate School if a student desires to leave the university prior to degree completion. Included in this letter will be a proposed schedule for completing all degree requirements as well as the assurance that data collection and analysis will be finished prior to leaving the university. Compliance with additional policies may be required depending on the university. However, leaving the university prior to completion of the thesis/dissertation is highly discouraged as this situation adds additional burden and stress to both the student and their advisor. Commonly, students face challenges finding the needed

commitment and time to write, obtaining direct guidance from the advisor, difficulty in obtaining current research articles, and/or having access to adequate computer support.

**12. Annual Evaluation:** Performance and progress toward degree will be assessed annually using the SFS Annual Graduate Student Evaluation form. Graduate students will be expected to work with the advisor to ensure that progress and eligibility continues.

**13. Plagiarism and Academic Honesty:** Cases of plagiarism and academic dishonesty are not tolerated and will be handled in accordance with academic integrity policies as stated in the SFS Graduate Student Handbook and by individual university policies.

**14. Disagreements:** If a disagreement arises between a student and a faculty/staff member that they cannot resolve among themselves, a meeting with the SFS director is encouraged.

**15. Signature:**

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Name of Student

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Signature of Student

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Date

*\*Signing this document confirms that the student has (a) read and understands the expectations as described above and (b) been given an opportunity to discuss the contents of this document with their advisor and/or SFS Director.*

*Approved by SFS faculty October 2011*

## NOTES



## NOTES